



Full Time Recreation Aide: “Yes We Can” Community Center

The Town of North Hempstead’s “Yes We Can” Community Center is looking for a Full Time Recreation Aide. This position performs recreational, administrative and enrichment activities at the “Yes We Can” Community Center. Yes We Can Community Center operates Monday through Friday 7a.m. - 9p.m. and Saturday and Sunday, 8a.m. - 9p.m. **If interested in the position, please email a resume and cover letter to: parks@northhempsteadny.gov**

GENERAL STATEMENT OF DUTIES

The Recreation Aide plays a critical role in the successful operation of the “Yes We Can” Community Center day to day operations. The Recreation Aide is responsible for providing a safe and positive environment for members, while performing various duties as required.

COMPLEXITY OF DUTIES

This position involves routine duties performed along well-defined lines of procedures.

TYPICAL DUTIES

1. Ensure the health, safety and well-being of participants in the Center by providing appropriate supervision at all times.
2. Perform specific scheduled assignments, including but not limited to:
 - a. Fill out membership applications and issue cards.
 - b. Set up and maintain recreation, fitness and sports equipment.
 - c. Issue and collect equipment and supplies.
3. Maintain discipline and enforce the Center’s policies and procedures.
4. Accurately maintain Center documentation.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Ability to interact effectively with adults.
2. Ability to interact effectively with youths, especially in after school and summer programs.
3. Ability to clearly express ideas within groups.
4. Ability to accurately maintain records and prepare reports.
5. Ability to effectively follow oral and written instructions.
6. Ability to establish and maintain effective working relationships with associates and the community.

MINIMUM QUALIFICATIONS

High school diploma or equivalent

Updated: February 6th 2020